

Fingerprint Submission Process Guidance

- Purpose:** To provide information regarding the fingerprint submission process as part of the criminal record clearance as required for ADHC/CBAS employment.
- Who:** This process is required for all providers designated by the Department of Health Care Services (DHCS) as “high risk.” The center Administrator, Program Director and Fiscal Officer are required to complete a criminal record clearance.
- What:** Use the following forms to complete the fingerprint submission process:
1. The “Transmittal Application for Criminal Record Clearance” (CDPH 322 Rev 03/12) form can be obtained at:
<http://www.cdph.ca.gov/pubsforms/forms/CtrldForms/cdph322.pdf>.
 2. The “Request for Live Scan Service” (BCIA 8016 Rev 01/11) form can be obtained at: http://ag.ca.gov/fingerprints/forms/BCIA_8016.pdf.
Note: The ORI# for ADHC/CBAS is A1226.
- An example of a completed “Request for Live Scan Service” can be viewed at:
<http://www.cdph.ca.gov/pubsforms/forms/CtrldForms/bcia8016samplehhl.pdf>
- Additional information about this form, including Medi-Cal requirements for completing and submitting the form, is available in the article [“Medi-Cal Requirement to Submit Fingerprints for a Criminal Background Check.”](#)**
- When:** Health and Safety Code 1575.7(a)(1)(2) indicates the department shall obtain the criminal record clearances each time these positions are to be filled. The Code also indicates that facilities shall not allow newly hired administrators, program directors and fiscal officers to have direct contact with clients of the facility prior to completion of the criminal record clearance.
- Where:** The CDPH 322 form indicates that the applicant should complete the Request for Live Scan Service form before going to a live scan service site since the site might not have the required form. Live scan sites can be found on the Attorney General’s website at <http://ag.ca.gov/fingerprints/publications/contact.php>. The completed transmittal (CDPH 322) and a copy of the BCIA 8016 form needs to be submitted to the CDPH, Criminal Background Clearance Unit, at the address on the front of the transmittal form.



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Additional Information

For questions about this ADHC/CBAS requirement, please contact the CBAS Branch either via telephone at (916) 419-7545 or email at CBAScda@aging.ca.gov.